



Move Out Instructions

30 Day Written Notice

30 day written notice is required at least 30 days prior to moving. We cannot accept verbal notice. All leases end on the last day of the month (refer to your lease agreement). If your intention is to move on the expiration date of your lease agreement, notice in writing must be given no later than the first day of the final month or 30 days prior to the expiration date. If no notice is given, your lease will continue on a month to month basis, unless a new lease is required by owner or requested by tenant. Please be advised that all conditions apply whether on a term or month to month lease.

Utilities

All utilities must remain in tenant's name for the duration of the lease even if you move out a few days prior to that date.

Move- Out Cleaning

All cleaning (including carpet) must be done prior to returning keys to Pocatello Property Specialists it is expected that the property is left in move in condition, meaning property can be re-rented with out any additional cleaning. Once we conduct our move out inspection, should additional cleaning be necessary we will contract an independent cleaning company.

- Clean all appliances inside and out, including: stove, oven, dishwasher, microwave, washer/dryer, and refrigerator. Clean underneath and behind large appliances. Cleaning products in a self-cleaning oven is prohibited.
- Clean baseboards, trim, walls and doors, including exterior doors.
- Clean windows, window sills, window coverings, blinds, light fixtures, switch plates, vents, air return covers, etc.
- Clean toilet, tubs, showers, sinks, faucets, counters, backsplashes, and soap holders – *including hard water buildup*.
- Wipe out and clean all cabinets, drawers, closets and shelves.
- Leave operating light bulbs of appropriate size and wattage in each light fixture all non working or missing bulbs will be charged back to tenant @ \$5.00 per bulb. Check furnace filter, smoke detector batteries & water softener salt if applicable.

- Dispose of all trash, sweep decks, walkways and garage.
- If landscaping is your responsibility, make sure grass is mowed and yard is free of weeds and trash.
- Scrub and mop all tile or vinyl floors. Vacuum carpeted areas, with special attention to baseboards and edges and then have Pocatello Property Specialists will have all carpeted areas professionally cleaned per the terms of your lease agreement. **Tenant is prohibited to use carpet cleaners.**

Keys

You must return your keys and garage door openers (if applicable) to the office by 2:00 pm on your move-out date, please do not leave keys in property. Please notify us if you need additional time to turn your keys in, additional rent may apply.

Security Deposits

We will mail you a statement regarding your security deposit within 30 days from the date you return your keys to the office (or the last day of your lease). All refund checks will be mailed. In order to receive your security deposit refund in full, you must:

- Provide us with a proper forwarding address
- Have given the proper 30 day written notice of your intent to vacate
- Leave the property in a clean, undamaged and ready to re-rent.
- Leave utilities in your name through the last day of your lease

Should cleaning and repair costs exceed the security deposit paid by you, a bill for the difference will be mailed.

If you have any questions regarding the move-out instructions, please do not hesitate to call Pocatello Property Specialists.